

Interagency Committee of State Employed Women (ICSEW)  
Committee Policies and Procedures

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**5.03      Promotional and Career Opportunities Committee**

Date of Original Issue: January 5, 2006    Date Modified:

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**PURPOSE**

This policy provides direction to the Promotional and Career Opportunities Committee Chair on procedures related to committee work.

**INTENT**

The intent of this policy is to provide general guidelines to the Promotional and Career Opportunities Chair and committee members on developing articles for the *InterAct* newsletter, submission of Web page templates to the Communications Committee Chair, A19 bill paying guidelines, and Annual Business Plan and Budget development for the committee.

**SCOPE**

This policy applies to the Promotional and Career Opportunities Chair and committee members.

**POLICY**

The Promotional and Career Opportunities Committee shall provide information to ICSEW members and state employees regarding promotional and career opportunities. This relates not only to actual position openings at any given time, but education, tools, and opportunities to enable state employees to increase their ability to pursue and receive such opportunities.

**PROCEDURE**

The Promotional and Career Opportunities Committee may provide information to ICSEW members in many different ways, including, but not limited to:

- Research and develop relevant brochures to assist state employees' pursuit of promotional and career development opportunities.

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- Research and develop the Promotional and Career Opportunities Committee Web pages, keeping them relevant and up-to-date, and provide the Communications Committee Chair with updates as needed.
- Provide the Communications Committee Chair news articles for the *InterAct* newsletter and cultivate committee interest in ongoing, relevant articles.

### Article Submittal

The Promotional and Career Opportunities Chair is responsible for encouraging committee members to submit articles to the Communication Committee Chair to be published in the *InterAct* newsletter. Articles may be assigned to members when relevant topics are in the mainstream of state business, such as HR 2005. The Promotional and Career Opportunities Committee Chair will send reminders via e-mail to committee members notifying them of the upcoming deadlines. Articles submitted should be diverse, providing a broad spectrum of information to state employees.

### Committee Chair

In addition to leading the committee as referenced above, the committee chair shall be responsible for:

- Providing the ICSEW Chair an updated Business Plan for the Promotional and Career Opportunities Committee each year, including the cost of printing brochures in the business plan budget.
- Providing the ICSEW Executive Secretary an updated Committee Report for each ICSEW General Membership meeting.
- Understanding the Purchasing policy
- Approving payment for purchases from the committee budget.
- Understanding *Robert's Rules of Order*.

## **RELEVANT LAW AND OTHER RESOURCES**

ICSEW Bylaws  
ICSEW General Membership Guidelines  
ICSEW *InterAct* Newsletter Policy  
ICSEW Membership Roles and Responsibilities  
ICSEW Web Site Development Policy  
*Robert's Rules of Order*

Board Approved:

Committee Approved: